

EXHIBIT F

SAMPLE COVER LETTER FOR A MAILED COMMUNITY SURVEY

(This format can be adopted according to the survey technique to be used.)

(Date)

Dear Resident:

The (Town of _____, City of _____, or County _____) is currently considering its needs for community improvements. As part of this process, we need your help to tell us what you think our biggest problems and issues are and to help us find ways to make our community a better place to live.

Attached, you will find a short questionnaire. We would appreciate it if you could take the time to complete and return it to us. The more people that respond, the more the results will accurately represent the views of all of our citizens.

Please answer all the questions as best you can. If there are differences of opinion among your family, please select the answer which best represents the view of the majority of family members.

We are conducting this survey because (jurisdiction) may apply to the Montana Department of Commerce for a Community Development Block Grant (CDBG) to improve our community. Some of the questions, such as those relating to income, may seem rather personal. However, this information will be extremely important if we apply for these funds because Congress intended the CDBG program for community development activities that primarily benefit low and moderate income persons. Your response to the survey helps us demonstrate that. We hope that you will cooperate as fully as possible.

An envelope has been provided to insure that your individual response will be kept strictly confidential. The information we receive from you will be confidential and will be used only in an overall summary.

After completing the questionnaire, put it in the enclosed envelope and return it with your water bill.

If you have questions regarding this survey, please contact (city clerk, planning director, etc.) at (telephone).

Thank you for taking the time to help us.

Sincerely,

(name) _____
(title)

MDOC strongly encourages coding survey forms by number so that local staff can make follow up telephone calls to households which have not returned their surveys. This is especially important for CDBG income surveys where it is critical to receive a minimum number of completed responses.